

# WORKSHOP DESCRIPTION SHEET

**Click 'n' Drag:** This workshop is for those who are new to using computers and a mouse. This course will teach you how to use the mouse to select text, make simple format changes to text, use cut, copy, paste and other very basic skills that are found in MS Office software.

**Dell Learning System (Lab Time):** This is an interactive computer based learning system which allows participants to develop, refresh, or enhance their skills in either Microsoft Office 2003 or 2007 applications. **Pre-requisites:** You must have basic computer skills, knowledge of how to navigate the internet, and typing skills. **Computers are available on a first-come, first-serve basis, at the time specified on the calendar.**

**Excel Basic Full Day:** This basic level class is for those who have no experience using Excel or who need a brush up on the basics. **Pre-requisites:** You must have some ability to type and use a mouse.

**Federal Job Search:** Learn from a former GS-15 HR Manager from the Office of Personnel Management about the Federal application process and understand how to create Federal application materials that will set you apart from the competition.

**Interview Workshop:** This training session will help you prepare your best answers for the most frequently asked questions and give you insight on how to best present yourself from walking in the door through writing a thank you letter.

**Mock Interview:** (by appointment only)  
The mock interview is a 30-minute individual session to help you prepare and strategize for future interviews. Traditional and behavioral interview questions will be presented and you will be asked to respond, as you would in a real interview. After the interview, you will be given constructive feedback regarding your interviewing style and how you responded to the questions.

**New Age Job Search:** This workshop tackles the tough issues surrounding the job search process for more experienced workers. Learn new ways to interview, new job search techniques, and new ways to present your skills and experience while preserving old fashion values and work ethic.

**NOVA GATE:** For dislocated job seekers over 45 years old who want to start or expand their own small business.

**Online Job Applications:** The days of the paper application are quickly drifting away and with the new online hiring processes come many new frustrations. This workshop will teach you how to fill out an online job application by carefully explaining the process, common symbols and error messages, and secrets to choosing an unforgettable username and password. **Please Note: This course is suited for persons with little or no experience completing job applications online.** **Pre-requisites:** You must have some ability to type and use a mouse.

**PowerPoint Basic Full Day:** This workshop is for those who want to learn the basic functions of PowerPoint, how to create a simple presentation, and practice PowerPoint skills. **Pre-requisites:** You must have some ability to type and use a mouse.

**Professional Résumé Writing:** This workshop is for those who are targeting their resume and cover letter toward a particular job opening, profession or specific employment sector. **Pre-requisites:** You must be working with an Employment or VIEW counselor and have the ability to type using Word and/or have your résumé in Word on a disk.

**Résumé Writing 101:** This workshop will teach you the basics in putting together an attractive and effective résumé. **Pre-requisite:** You must bring a copy of your most recent résumé (on a disk if possible) **OR** complete the Résumé Worksheet (Pick up one at the desk) **OR** bring a complete work history including: dates of employment, name of company, your job title, and your major responsibilities for each position you have held.

**Revitalize Your Job Search:** This workshop will help you to turn a mundane and routine job search into a creative and calculated adventure. You can't do the same thing every day and expect a different result, so change things up with fresh ideas, new approaches, and effective job search techniques.

**Social Media for Job Seekers:** Are you using social media to your advantage? This workshop will help you to polish your online presence and supercharge your job search and networking efforts. **Pre-requisites:** You must have basic computer skills, knowledge of how to navigate the internet, typing and keyboarding skills, and an ***active social media profile.***

**WIA Orientation:** The seminar is an orientation to the Workforce Investment Act (WIA) and an overview of the services provided. Customers will then meet with an Employment Counselor to determine if they are eligible for Intensive and/or Training Services. Please check the list attached to your appointment card for a list of documents to bring with you to the seminar.

**Windows XP Intro:** This will introduce you to Microsoft Windows XP operating system software. You will learn about the desktop, taskbar, icons, toolbars, files, folders and much more. **Pre-requisites:** You must have some ability to type and use a mouse.

**Word Basic (A&B): offered as a full day or 2 half days:** This basic level class is for those who have no experience using Word or who need a brush up on the basics. **Pre-requisites:** You must have some ability to type and use a mouse.

**Cancellation of workshop:** Workshops are canceled if Loudoun County Public Schools are canceled or on a 2-hour delay. If LCPS are on a 1-hour delayed schedule, the AM workshop will also start on a 1-hour delay. 01/2011